



**Animal Protection Litigation: Law Clerk**

*Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this position at any time.*

<b>Internship Location</b>	1255 23 <sup>rd</sup> Street NW, Suite 450, Washington, DC 20037
<b>Position Grade</b>	<b>4</b> ; background check includes Criminal Background and Social Security Number Verification
<b>Focus of the Internship</b>	To provide a superior educational experience for 2L and 3L law students in the field of Animal Law.
<b>Learning Opportunities</b>	<ul style="list-style-type: none"> <li>• Gain valuable exposure to a wide variety of animal protection cases in state and federal courts throughout the country</li> <li>• Have the opportunity to use skills to address real-world issues in litigation before federal and state courts and rulemakings of administrative agencies, including actions to protect companion animals, wildlife, farm animals, animals used in entertainment, and animals used in research</li> <li>• Work with legislative attorneys on drafting and review of federal, state and local legislation to protect animals</li> <li>• Opportunity to work with and assist some of the nation's leading animal and environmental protection lawyers as they prosecute these actions, and find new and creative ways to ensure that all animals receive the legal protections they deserve</li> <li>• Delve heavily into legal research and writing</li> <li>• Strengthen effective communication and critical thinking skills</li> <li>• Develop organizational and time management skills such as how to prioritize assignments and multi-task</li> <li>• Learn about The HSUS' major positions, campaigns, programs, and missions</li> </ul>
<b>Orientation/Training</b>	Law clerks will have an orientation upon arrival, receive an intern handbook covering HSUS policies, materials regarding Animal Protection Litigation (APL)-specific practices, and on-the-job and professional development training.
<b>Intern Responsibilities</b>	<ul style="list-style-type: none"> <li>• Work closely with the attorneys in the Animal Protection Litigation section</li> <li>• Be integrally involved in the process of researching, preparing, and prosecuting animal protection lawsuits in state and federal court and rulemaking petitions and comments before administrative agencies, as well as preparing and reviewing federal, state and local legislation</li> <li>• Provide research and drafting support for one or more of our eight core legal groups: Farm Animals, Companion Animals, Wildlife, Commodity Promotion Programs, Constitutional &amp; Policy Defense, Animal Crimes, International and Legislative Drafting &amp; Review</li> <li>• Attend bi-weekly departmental reporting and planning meetings if desired</li> </ul>
<b>Level of Difficulty</b> <b>1=easy/5=demanding</b> (physical, mental, emotional)	<ul style="list-style-type: none"> <li>• Physical difficulty is level 1; the work occurs in an office setting</li> <li>• Mental difficulty is level 4; requires researching and synthesizing information, strong communication skills, proficiency in written and research skills, and the ability to read and understand academic material</li> <li>• Emotional difficulty is level 3; law clerk may be involved in researching issues that are emotionally distressing, such as animal cruelty</li> </ul>

<b>Expected Environmental Conditions</b>	Law clerks will report to HSUS' Washington, DC office on 23 <sup>rd</sup> Street, a pet-friendly office environment. If walking to and from the metro to the office, walking shoes are necessary, as sidewalk may be uneven. Appropriate dress for all weather conditions.
<b>Qualifications/Requirements for Intern Applicants</b>	<ul style="list-style-type: none"> <li>• Must have a strong interest in animal protection issues, litigation, and legal research</li> <li>• Superior oral communication skills, as well as exceptional legal research, writing and critical thinking skills</li> <li>• Attention to detail and a commitment to accuracy</li> <li>• Able to take initiative and manage multiple projects and priorities while demonstrating a strong work ethic</li> <li>• Demonstrate flexibility and an eagerness to learn and take initiative on a variety of projects</li> <li>• Proficiency in Microsoft Office suite (Outlook, Word, and Excel) and the Westlaw and Lexis/Nexis legal research databases, and strong familiarity with the Internet and online research tools</li> <li>• Able to use discretion, keeping in mind the confidential nature of some aspects of the work</li> <li>• Able to maintain professionalism in attitude and appearance</li> <li>• Possess problem-solving capability and ability to think creatively, in a solution-oriented way</li> <li>• Able to work well independently and use good judgment</li> <li>• Experience with animal protection, administrative, criminal, or environmental law is preferred</li> </ul>
<b>Restrictions</b>	<ul style="list-style-type: none"> <li>• Must be a 2L or 3L law student working toward a Juris Doctor degree</li> <li>• Must be able to learn and follow guidelines and policies of The HSUS and APL, and follow directions given by staff</li> <li>• Must submit the required paperwork and pass a background check before being assigned</li> </ul>
<b>Internship Start Date</b>	Ongoing
<b>Internship Time Commitment</b>	Fall, winter and spring sessions: Minimum 10 hours per week for at least 6 weeks. Summer session: Priority consideration is given to those who can commit to 35 hours per week for at least 10 weeks.
<b>Internship Scheduling Guidelines</b>	Monday-Friday between the hours of 9:30 AM and 5:30 PM
<b>Tools/Equipment Provided (including Personal Protective Equipment)</b>	Standard office equipment including a computer and access to the Internet
<b>Optional Tools/Equipment</b>	n/a
<b>Supervisor(s)</b>	Senior Director, Animal Protection Litigation
<b>Additional Mentor(s)</b>	Attorney from APL section
<b>Number of Concurrent Internship Openings</b>	3-5
<b>Additional Information</b>	This is an unpaid position.
<b>Updated</b>	09.27.2016